

**STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road - P. O. Box 269101  
Sacramento, California 95826-9101**

CAAG-SP

3 February 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2010-09– Expires 5 March 2010

1. The Military Department is accepting applications for the State Active Duty temporary position indicated below. This appointment will be at least three months and provides full benefit status for the appointee and their beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by their individual performance of duty and continuation of the funding. This announcement will expire 5 March 2010 unless sooner rescinded. *The applicant selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed E-8.*

3. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

- |                                      |  |
|--------------------------------------|--|
| a. <b>TITLE AND PAY GRADE:</b>       | <b>Youth Programs NCOIC - Operations NCO (SAD E-8)</b> |
| b. <b>EMPLOYMENT LOCATION:</b>       | <b>Youth Programs, Mather, CA</b>                      |
| c. <b>PROJECTED EMPLOYMENT DATE:</b> | <b>15 April 2010</b>                                   |
| d. <b>SELECTING SUPERVISOR:</b>      | <b>Director, Youth Programs</b>                        |

4. The Basic Qualification Requirements are:

- a. Military: Member of the active or retired California National Guard or an active member of the California State Military Reserve in the grades of E8 through E9 may apply. An individual in a civilian status who is eligible to become an active member of the California State Military Reserve in the military grade of E8 may submit an application under these criteria to the California State Military Reserve and must be accepted prior to appointment to State Active Duty.
- b. Education/Experience: General understanding of state and federal concepts of operations, fiscal, logistics, administration and personnel policies and procedures.
- c. Military Assignments: Assignments appropriate to the grade of the applicant.
- d. Communication Skills: Must be able to effectively communicate orally and in writing. Applicant will be asked to produce a short, handwritten report during the interview process.
- e. Must be able to pass both State and Federal background checks.
- f. Must be able to work with minimum supervision, make timely and sound decisions, use initiative and schedule workload.
- g. Must possess a valid California driver's license. **Attach copy of your driver's license and a current DMV printout.**
- h. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. **Attach a copy of your military component's verification of these requirements.** If a current member of the California State Military Reserve or a Retired California Army/Air National Service Member, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.
- i. Applicants must **submit a letter of recommendation from current supervisor or Unit Commander and/or First Sergeant.**
- j. Appropriate military uniform with federally recognized rank will be worn in accordance with military regulation.

5. Other Desirable Qualifications:

- a. Knowledge of California National Guard military operations and facilities.
- b. Experience in personnel actions and administration of staffs of organizations above company or unit level.
- c. BA degree.

- d. Completion of military and civilian education commensurate with the grade and service of the incumbent.
  - e. Possess working experience performing Accounting or Fiscal duties or equivalent are required.
  - f. Proficient with Microsoft Office software to include Word, Excel, and PowerPoint
6. Principal duties and responsibilities: Under the supervision of the Director, Youth Programs the Youth Programs NOCIC/Operations NCO performs and supervises budget, accounting, personnel, logistical and administrative activities in support of the California National Guard Youth Programs. The following duties:
- a. Serves as the Senior Enlisted leader of Youth Programs and supervises Headquarters staff.
  - b. Assist enlisted personnel in solving issues and provides guidance and mentoring to all subordinate NCO's.
  - c. Ensures that personnel are highly trained professionals and exemplary military role models for the cadets they train and supervise.
  - d. Monitor Academy operations and training and serves as the Senior Enlisted trainer for all programs
  - e. Advise the Director and other fund managers of budget, fiscal, personnel, administration, and logistical matters.
  - f. Coordinate implementation of budget, accounting, and purchasing operations for headquarters and field programs.
  - g. Analyzes, plans, directs and controls day-to-day fiscal operation for Youth Programs. Prepares financial statements, cost analysis, and expenditure reports of program.
  - h. Coordinates with the Military Department, USPFO, NGB-AY, AOC, subordinate activities, School Districts, Cuesta College, and the Department of Finance and various countries on budget and personnel matters.
  - i. Reviews accounts payable and receivable ledgers and controls records
  - j. Determines appropriateness of requested expenditures. Monitors all requests for expenditures to ensure they are within the guidance established by the Director and applicable laws/regulations
  - k. Requires technical knowledge of military administration, operations and logistics, acquired through military training and education.
  - l. Perform other duties as assigned.
7. Individual selected for this position are eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Program, Group Legal Services, Long Term Disability Insurance, Long Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.
8. Reimbursement for moving and relocation expenses **will not** be paid.
9. Submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to the Office of The Adjutant General, Directorate of State Personnel Programs, ATTN: CAAG-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP Web Site at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311 **Original applications must be received in State Personnel office no later than the close of business on 5 March 2010. Applications will not be accepted by FAX or e-mail.**

FOR THE ADJUTANT GENERAL:

*Jeffrey W. Magram* (3 Feb 10)  
JEFFREY W. MAGRAM  
Lieutenant Colonel, CA ANG  
Director, State Personnel Program

The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application up front. Explain negative responses.

<b>Submission Requirements</b>	<b><u>Self Check</u></b>
Have you completed and signed the application form?	
Have you attached a copy of your military and education certificates?	
Have you attached a copy of height, weight & physical verifications?	
Have you attached a copy of your driver's license and a DMV Printout?	
Have you attached your letter from current supervisor, Cdr/1SG recommendation	